

How to Order Immunization Materials

Updated May 1, 2011



Department of Health Immunization Program CHILD Profile materials can now be ordered online. Simply follow the directions below for an easy, fast, and secure way to order immunization and CHILD Profile materials. **Faxed orders will not be accepted unless you do not have Internet access.**

If you have questions, please contact Jennifer Blaine at 360-236-3481.

Si usted necesita la ayuda en español por favor llamar Nicole Avelar 360-236-3591.

Please allow 1–2 weeks for processing and delivery.

Ordering Online (the fastest and easiest ordering method)

1. Go to <https://prtonline.myprintdesk.net/dsf/asp4/storefront.aspx>.
2. Follow the directions on the screen to set up a user name and password.
3. Once you get to the Login screen, choose Fulfillment: by Agency, located under the Home heading on the lower left of your screen.
4. Select Health (DOH).
5. Select Immunizations from the list.
6. Next, select the category under which your material is listed.
7. Select the material you want to order by clicking on the title.
 - You will see the item number and quantity available. If this is the material you are looking for, enter the desired quantity and click on Add to Cart.
 - If you need to make any changes to quantity or wish to delete this item from your shopping cart, you may do that from this screen. **Any time you change the quantity, you must click on Update Price. Otherwise, your order will default back to a quantity of 1.**
 - If you want to order more materials, click on Continue Shopping and follow the same directions as above.
 - If you are finished ordering, select your Requested Ship Date and Time located directly below the words Shopping Cart on the left hand side of your screen. The Ship Date and Time needs to be **at least 72 hours out** from the date you place your order.
 - Fill out the Recipient information on the same screen. Check the box at the bottom of the screen titled “Save to My Address Book” (this is the address that you want the materials mailed to) and click Save Changes.
 - At the following screen titled Checkout, you will need to select “No Charge” in the Credit Card drop down tab and click Next.
 - Review your order and select Place My Order.
 - A purchase confirmation should appear on your screen. Print this for your records.

Ordering by E-mail

1. Send an e-mail to ImmuneMaterials@doh.wa.gov indicating:
 - The material(s) you want to order.
 - The quantity of each material.
 - Your name, physical address (we cannot sent shipment to P.O. boxes), and phone number.
2. You will receive an e-mail confirmation with your 4-digit Order Number, letting you know that your order has been processed. Keep this confirmation for your records.

Ordering by Fax*

1. Call Jennifer Blaine at the phone number listed above for a hard copy.
2. Fill out the information at the top of the form and indicate the quantity of each material you would like to order.
3. Fax the order form to Jennifer Blaine at 1-866-630-2691 (toll-free) or 360-236-3590.
4. You will receive a faxed confirmation letting you know that your order has been processed, which will also indicate any items that are on backorder. Keep this confirmation for your records. If you have items on backorder, you do not need to re-fax your order. Those items will be processed as soon as they become available.

★ **Please note:** Faxed orders will not be accepted unless you do not have Internet access.